



CONSTRUCTION SUPERVISOR III
(CORRECTIONAL FACILITY)

Final Filing Date: October 28, 2010

PROMOTIONAL

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:

DEPARTMENT OF CORRECTIONS AND REHABILITATION (including Prison Industry Authority and excluding California Prison Health Care Services [Plata])

SUBDIVISIONAL FOR:
Prison Industry Authority (PIA)

WHO SHOULD APPLY COMPETITION LIMITED TO STATE EMPLOYEES
Applicants must have a permanent civil service appointment with the Department of Corrections and Rehabilitation OR must be: 1) a current or former employee for the Legislature for two or more years as defined in Government Code § 18990; 2) a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992.; OR 3) a person retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2

NOTE: Applicants applying under Government Code § 18991 must provide documentation of retirement or honorable discharge from the United States Military.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: or In person with:
Department of Corrections and Rehabilitation Office of Workforce Planning and Selection
P.O. Box 942883 1515 "S" Street, Room 522-N
Sacramento, CA 94283-0001 Sacramento, CA 95811-7243
(916) 322-2545 (916) 322-2545

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Workforce Planning and Selection.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS October 28, 2010, is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during January 2011.

SALARY RANGE(S) As of: September 9, 2010

\$7,588 - \$9,224

MINIMUM QUALIFICATIONS **Either I**
One year of experience in the California state service performing construction duties at a level of responsibility equivalent to the class of Construction Supervisor II (CF)

Or II
Two years of experience in the California state service performing construction duties at a level of responsibility equivalent to the class of Construction Supervisor I (CF).

Or III
Experience: Broad and extensive (more than five years) experience as a general contractor or superintendent in full-time direction of Trade Craft Supervisors involved in construction, renovation, or large scale repair of major buildings such as schools or hospitals, two years of which shall have included responsibility for coordination of the work of various contractors. [Experience in California state service applied toward this requirement must include at least one year performing construction duties at a level of responsibility equivalent to the class of Construction Supervisor II (CF) or two years performing construction duties at a level of responsibility equivalent to the class of Construction Supervisor I (CF).] and

Education: Equivalent to graduation from college with major work in architecture or engineering. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Special Personal Characteristics: Willingness to travel; leadership; tact; patience; understanding of the problems of adult or youthful offenders in custody; and demonstrated interest in training programs for adult or youthful offender.

MINIMUM
QUALIFICATIONS
(CONTINUED)

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

OUT-OF-CLASS EXPERIENCE: A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

EXAMINATION
PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

A. Knowledge of:

1. Materials, methods and processes used in the construction of wood, steel frame, masonry and concrete buildings
2. Work of the various building and mechanical trades
3. Various codes and safety orders applicable to building construction
4. Defects of and grading rules for lumber
5. Methods of proportioning concrete aggregates, designing concrete mixes and proper methods of mixing, placing and curing plain and reinforced concrete
6. Mortar and grout mixes
7. Methods of steel frame erection, reinforced concrete construction, forms and shoring
8. Soils, soil compacting
9. Structural engineering designs
10. Mechanical systems and equipment including steam boilers, air conditioning systems and the installation of gas and steam lines
11. Painting, plumbing, heating, ventilating and electrical work
12. State rules and regulations governing the purchase of construction materials
13. Contract bidding
14. Principles of effective supervision
15. Principles and practices of administration, organization, budget and personnel management
16. The Department's Equal Employment Opportunity program objectives
17. A supervisor's role in the Equal Employment Opportunity program and process available to meet equal employment objectives.

B. Ability to:

1. Read and interpret architectural plans and drawings
2. Calculate material quantities
3. Detect deviations from plans and specifications by inspection
4. Operate a motor vehicle
5. Supervise, plan, organize, direct and evaluate the work of others
6. Prepare correspondence and write clear and comprehensive reports
7. Establish and maintain cooperative relations with facility staff
8. Relate to youthful or adult offenders
9. Effectively contribute to the Department's Equal Employment Opportunity objectives

ELIGIBLE LIST
INFORMATION

A departmental promotional eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. In addition, a separate subdivisional promotional eligible list will be established to fill vacancies for each of the subdivision(s) listed above. The list(s) will be abolished 12 months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

A **Construction Supervisor III (Correctional Facility)** is the regional supervisory level in a large Day Labor Program, or the Program Manager in a smaller Day Labor Program. Under general direction, incumbents are responsible for program supervision of construction projects in either (1) an extensive geographical region in a large construction program, or (2) statewide in a smaller construction program. Typical tasks include allocation, scheduling, coordination and supervision of construction projects; establishment and implementation of project urgency and cost priorities; allocation of project funds, materials, equipment and staff; oversight of project expenditures and budget; review of project plans and specifications; performance of final inspection and acceptance of projects; implementation of program procedures; preparation of correspondence and reports; in a smaller construction program, may direct and manage the Day Labor Program, develop and implement program policy and coordinate with other management, union representatives and private firms; and does other related work.

Position(s) exist at various locations throughout the state with the Department of Corrections and Rehabilitation.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/
CAREER CREDITS

Veteran's Preference Points and career credits are not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate’s responsibility to contact the Department of Corrections and Rehabilitation’s Office of Workforce Planning and Selection at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department, and online at www.spb.ca.gov/jobs/stateapp.htm.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS